

**Mid Winter 2020**



**Detachment of Wisconsin**



# The Elements of a Good Meeting

- **Running a good meeting**
  - **Member conduct**

# Opening

- **Call to Order**
- **Advancement of the Colors**
- **Prayer**
- **Pledge of Allegiance**
- **Preamble**

# **Suggested Order**

- **Roll Call of Officers**
- **Adjutant's Minutes**
- **Finance Report**
- **Officer/Committee Reports**

# **Suggested Order**

- **Reading of Communications**
- **Unfinished Business**
- **New Business**
- **For the Good of the SAL**
- **Adjournment**

# Closing

- **Prayer**
- **Commander's Charge**
- **Retirement of the Colors**



# **What is Parliamentary Procedure?**

**A set of rules for conduct at meetings.**

# Basic Rules for a meeting

- **Start every meeting on time.**
- **Follow a fixed agenda.**
- **Don't leave the podium empty.**
- **Always restate the motion.**
- **A motion is never passed unanimously – passed without a dissenting vote.**
- **Always take the negative vote.**



# Basic Rules for a meeting

- Minutes are accepted without corrections - NOT omissions, corrections or additions; corrections covers all.
- Only members involved with making the minutes can approve the minutes.
- Always mention the date of the last meeting, not simply “from the last” meeting or words to that effect.
- No second is necessary when a motion comes from a committee.

# Basic Rules for a Meeting

- **Declare the result of every vote, including the numbers in a ballot vote taken.**
- **Always state “the chair” not “I or me”.**
- **The Commander’s report is accepted without a vote as a courtesy to the chair.**

**Lead by example;  
members work with you,  
not for you.**

# Motions

- **Speak when Recognized**
- **Address the Chair**
- **Make the Motion**
- **Discussion**
- **Vote**

# Protocol

- **Escorting Guests**
- **Introductions**
- **“Cutting the Colors”**

# Tools & Resources

[www.wisal.org](http://www.wisal.org)

[www.legion.org/SAL](http://www.legion.org/SAL)

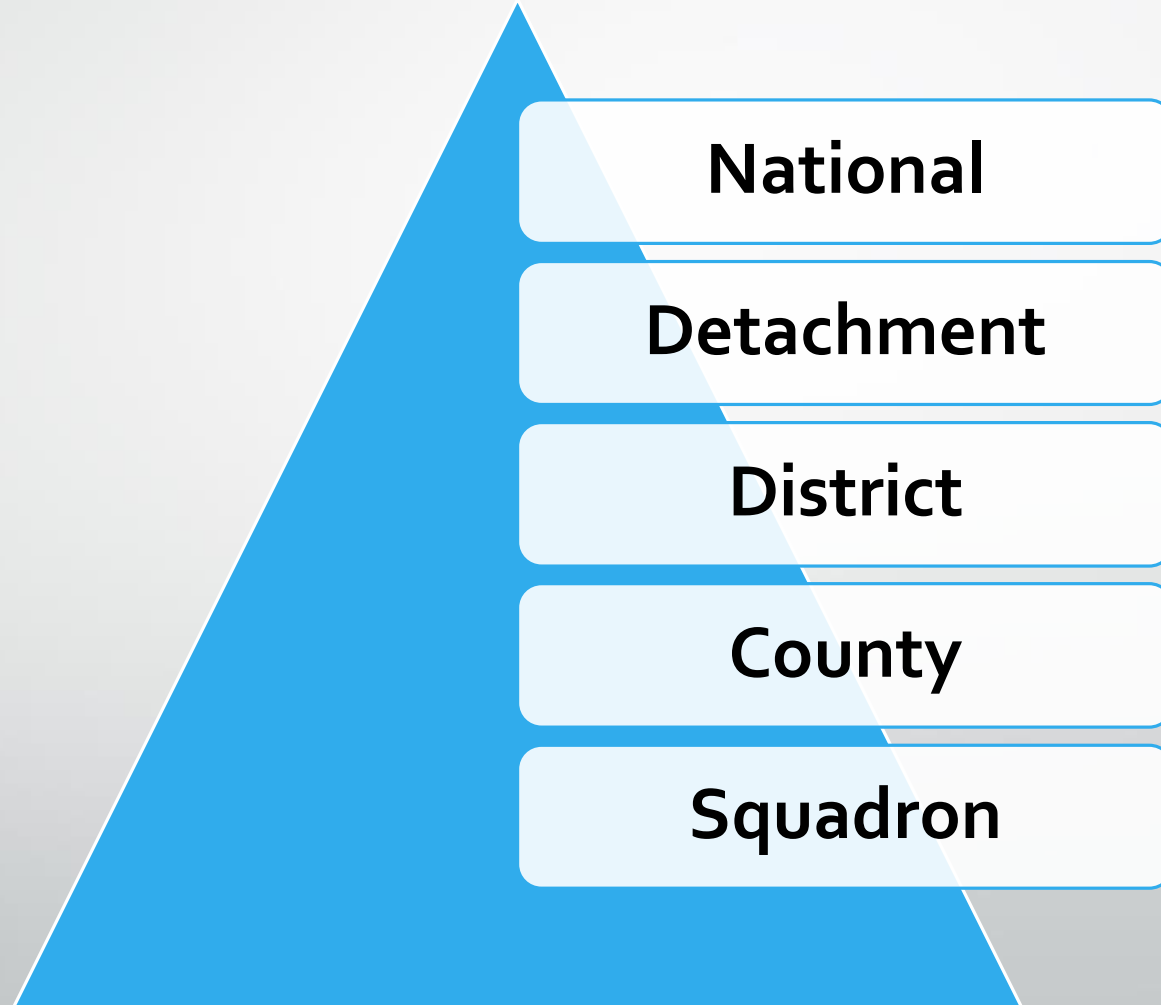
[www.mysal.org](http://www.mysal.org)



# Planning Your Year

- **Set a Budget**
- **Select Programs to work on**
- **Choose Committees and Chairman**
- **Create a Calendar**
- **Incorporate fun activities!**

# Structure of the organization



# Organizational Colors



**SQUADRON**



**COUNTY**



**DISTRICT**



**DETACHMENT**



**NATIONAL**





- **Reporting**

# Why Report?

- **Build Awareness**
- **Share accomplishments**
- **Inspire members to accomplish more**
- **Win Awards based on submitted CSR**

# What to Report

- Hours volunteered
- Dollars spent
- Special projects
- Things you don't think matter!

# Members

- **Track Activities--  
Hours and dollars**
- **Form the habit of keeping good records**
- **Use the Tracking Spreadsheets**

# Squadron

- Complete the **CONSOLIDATED SQUADRON REPORT**
- **Report!!!**

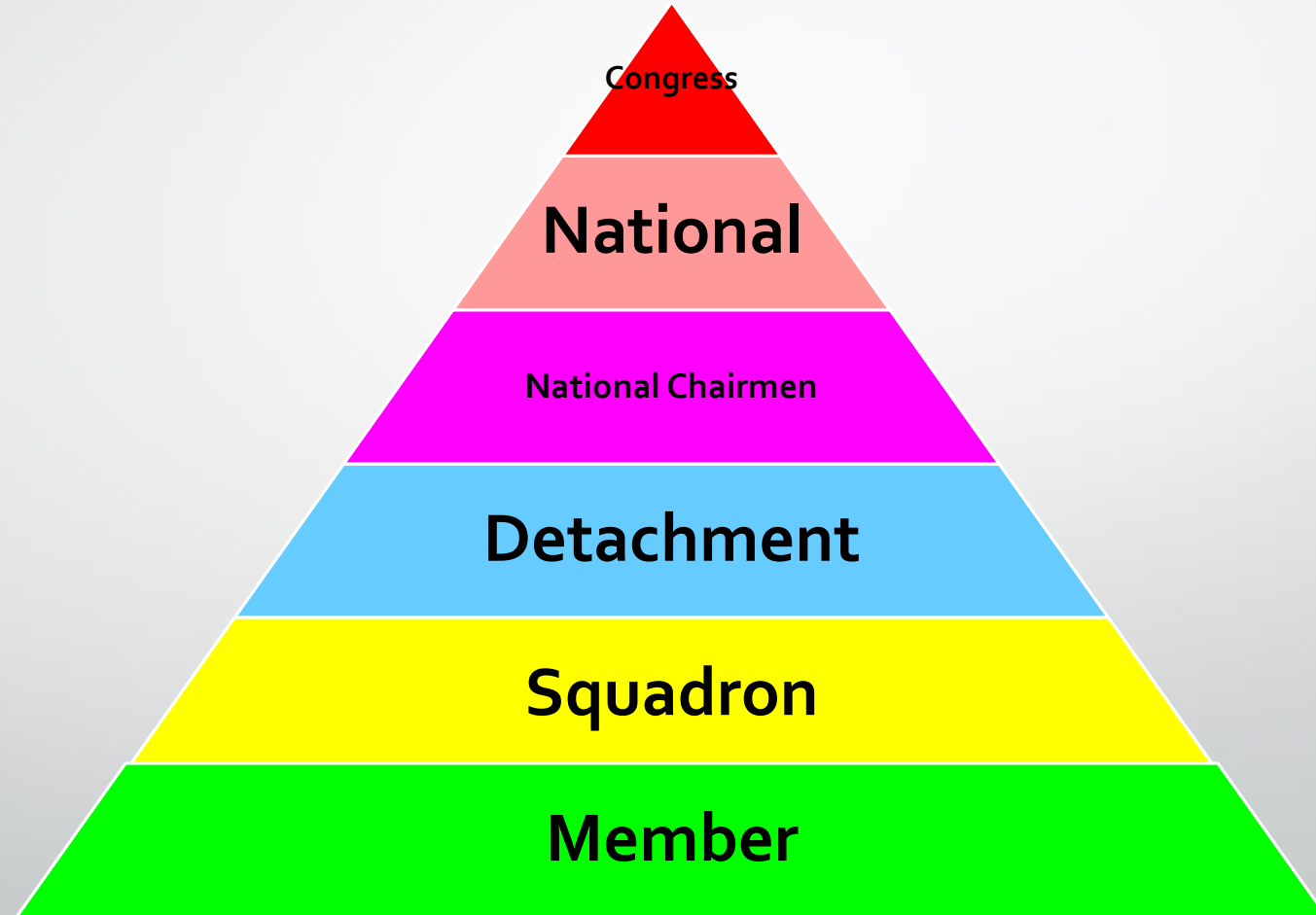
# Reporting

- Member tracks hours & \$\$
- Member forwards compiled information to the Squadron
- Commander and Adjutant compile and forward to Detachment

# Reporting

- **Detachment forwards to National**
- **National compiles and prepares Report for The American Legion to present to Congress**

# Reporting





# Your Report is Needed!

- Every Squadron counts
- Even if you only do one event or project

**REPORT!!!**



# **Reporting tells:**

**Who We Are**

**What We Do**

**Why We Matter**



# **Annual Reports!!**

***Yes, you must do them!!***

# Awards

- Detachment Awards
- National Awards





# The American Legion Family



- **Membership**

# Membership

- **Membership Renewal and Retention:**
  - **Membership is a continuous part of everything we do, not just an annual program!**
  - **Membership is everyone's job, not just the membership chairman.**

# Membership

- **Questions for you to answer**
  - **Why did I join the SAL?**
  - **Why do I stay a member?**
  - **Why should a guy want to join today?**
  - **Why would a member that joined this year want to renew and stay a member?**
  - **Why are new members hesitant to get involved in our group?**
  - **Would minority or younger members want to join our squadron?**



# Membership

- **Reasons members do not renew**
  - **Financial or personal issues**
  - **No apparent personal benefit**
  - **No sense of involvement or belonging**
  - **Personality conflicts**
  - **Lack of communication**
  - **Lack of leadership**

# Membership

## WHY DO THEY NOT RENEW?



**YOU IGNORED US  
UNTIL YOU WANTED  
OUR DUES MONEY!**

**A PHONE CALL WOULD  
HAVE BEEN NICE,  
NOW AND THEN.**



# Membership

- **Membership Retention Ideas:**
  - **Contact with the members**
    - **Have a team of members make calls, doesn't have to be only the president or membership chairman**
    - **Call members who miss meetings, find out if they are ok**
  - **Thank members for their participation**
  - **Acknowledge a members years in the SAL (5, 10, 15, etc.)**

# Membership

- **Membership Retention Ideas**
  - Have fun nights
  - Start the year off with a membership dinner or lunch
  - Do a carpool for older members or those that don't drive
  - Change meeting times once in a while
  - Create incentives for early renewals
  - Consider changing the way you do things

# Membership

- **Membership Retention Ideas**
  - **Maybe involvement doesn't mean meetings, but social events or fundraisers**
    - **Ask members what interests them**
  - **Try new ideas**
  - **Welcome new members**
    - **New members mean new ideas**
  - **Crete a unit webpage**
    - **Get involved in social media**

# Membership

- **Membership Retention Ideas**
  - Look for warning signs that a member is not happy
    - Do what you can to change it

# Membership

- Detachment Membership goals for 2019-2020
  - Minimum of 5 new Squadrons
  - 85% Member Renewals
  - 105% Membership
  - New members in every Squadron



- **Fundraising**



# Fundraising

- **Why raise funds?**
  - **Obvious reason: reduce cost of dues**
  - **Most important: support our programs**

# Fundraising Realities

- **As membership decreases, more program support must come from fundraising.**
- **Programs continue to become more expensive to support.**
- **External fundraising will become more important going forward.**

# Fundraising Realities

- Most of the revenue we need to run our programs come from fundraising and donations.
- Reduced fundraising will result in a reduction in our programs---which ones?
- Many members become upset by the repetitive fundraising requests they get



# Fundraising Basics

- **Make dues high enough to cover administrative costs**
- **Have a plan for both internal and external fundraising**

# Fundraising

- **Examples of Fundraising events**
  - Donation canisters
  - Raffles
  - Silent auctions
  - Concessions at events
  - Bake sales
  - Dinners/breakfasts
  - Dances/senior prom
  - Rummage sales

# Fundraising

## Businesses that support fundraisers

- Arby's
- Boston Market
- Buffalo Wild Wings
- Burger King
- Culvers
- McDonalds
- Noodles & Co
- Panda Express
- Perkins
- Pizza Ranch
- Uno Chicago Grill
- Potbelly Sandwiches
- Red Robin
- Sonic
- Texas Road House
- Wendy's

# Fundraising in the future

- Corporate sponsors
- Large corporations through a foundation
- Friends of the SAL that want to help Your mission
- Don't forget to send thank you letters



**Questions?**





*Thank You!*